

**U.S. ATTORNEY'S OFFICE
DISTRICT OF DELAWARE**

VACANCY ANNOUNCEMENT 05-DE-01

This position is being advertised under both Delegated Examining and Merit Staffing Procedures.

TITLE, SERIES, GRADE: LEGAL ASSISTANT (OA), GS-986-07

SALARY RANGE: \$35,663 (starting) - \$46,632 (GS-07/Step 10)

Note: Salary is quoted as annually and includes the locality pay of 16.6%. Salary ranges contain multiple steps. In most cases, the salary will be set at the beginning step of the grade level qualified.

TYPE OF APPOINTMENT: Permanent, Full-time

PROMOTION POTENTIAL: GS-07

VACANCY ANNOUNCEMENT NUMBER: 05-DE-01

OPENING DATE: January 7, 2005 **CLOSING DATE:** January 21, 2005

DUTY LOCATION(S): United States Attorney's Office, Wilmington, Delaware

NUMBER OF VACANCIES: One (1) Position/Full-Time Permanent

CONTACT: Judith Mraz

Phone #: (302) 573-6277

TDD #: (302) 573-6274

Send your application package to: U.S. Attorney's Office, District of Delaware, 1007 Orange Street, Suite 700, P.O. Box 2046, Wilmington, DE 19899-2046

Applications must be received or postmarked by the closing date. Applications submitted using government postage or internal Federal government mail systems or facsimile will not be considered.

WHO MAY APPLY: Any U.S. Citizen, including well-qualified surplus and displaced Federal employees in the local commuting area.

DUTIES: The incumbent serves independently as a legal assistant for two to three Assistant United States Attorneys (AUSAs) by providing a wide variety of technical assistance. The work requires a specialized knowledge of the processes and procedures of legal practices in conjunction with knowledge of clerical and administrative office skills and an ability to apply those skills to increase the effectiveness of the assigned attorneys. Typical assignments include, but are not limited to, examining, preparing, and processing a variety of technical legal documents from written or dictated instructions which are characteristically voluminous and complex in format. Reviews incoming material and independently determines the need for assembly and preparation of a variety of legal documents, e.g., indictments, motions, orders, pleadings, and subpoenas. Obtains needed information from files, law enforcement agencies, or other sources, and submits

completed legal documents to the appropriate attorney or, in limited cases, directly to the court. Provides assistance to attorneys in trial preparation by performing duties such as independently compiling bench books, assembling jury instructions, compiling witnesses and exhibit lists. Work is typically completed/compiled using original and online legal resources to verify citations and statutory references contained in legal documents. Composes original letters that do not require legal interpretations, but do require a good working knowledge of legal procedures and specialized terminology, e.g., transmittal of pleadings, requests for extensions of time in certain cases, advising of actions taken or developments in cases referred by other federal departments and agencies. Receives visitors and telephone callers. Maintains calendar of active cases for the assigned attorneys, tracks filings, hearing and trial dates, appointments, conferences and interviews providing reminders of commitments. Develops and maintains suspense systems for ongoing cases and is responsible for docketing -- updating and maintaining accurate and up-to-date database of case management information. Responsible for all travel arrangements to include flight, hotel and transportation, obligating funds for expenses. Reviews bills and invoices for accuracy before submitting to Budget office for payment.

GENERAL INFORMATION FOR COMPLETING YOUR APPLICATION:

1. QUALIFICATION REQUIREMENTS - For the GS-7 level, applicant must have at least one year (52 weeks) of specialized experience equivalent to the GS-6 level. Specialized experience is experience which is in or directly related to the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of that position. Applicants must indicate their typing speed/error rate on their resume/application.

Applicants must meet all requirements, including time-in-grade, no later than 30 days after the closing date of the vacancy announcement, and before placement in the position.

Applicants applying under merit staffing procedures must meet all qualification requirements, including time-in-grade, not later than 30 days after the closing date of the vacancy announcement, and before placement in the position. Applicants applying under delegated examining procedures must meet all requirements by the closing date.

2. EVALUATION METHOD - Basically qualified applicants may be further evaluated to determine those who are best qualified. Applicants are encouraged to address the knowledge, skills and abilities separately from their application as they will be used in the evaluation process to determine the “best qualified” candidates. This determination will be based on a review of the applicant’s experience and education as outlined in the application and any job-related information contained in supplemental material, e.g., justification for awards, and performance ratings or letters of commendation in relationship to the following knowledge, skills and abilities (KSAs):

- A) Knowledge of legal documents and procedures. (Give examples of your experience in recognizing the need for and preparing legal documents – listing the types of documents you have prepared.)
- B) Ability to communicate orally.
- C) Ability to communicate in writing.
- D) Skill in the use of automation hardware/software to produce documents.

- E) Knowledge of administrative procedures (making travel arrangements, maintaining supervisor's calendar, preparing time sheets, ordering office supplies and equipment.

Applicants are encouraged to address their experience and/or education related to the KSAs described above. We suggest that you address each KSA separately in clear and concise paragraphs. Failure to do so may result in a lower score in the evaluation process.

3. HOW TO APPLY - This position is advertised concurrently under both Delegated Examining and Merit Staffing procedures. Qualified status applicants (current or former Federal employees) will be considered only under Merit Staffing procedures unless they submit TWO complete application packages.

Submit an Optional Application for Federal Employment (OF-612), an Application for Federal Employment (SF-171), a resume, or any other written format that describes your job-related qualifications. You should include certain information (such as your Social Security Number and statement of U.S. citizenship) to receive consideration for this position. The brochure "Applying for a Federal Job" (OF-510) outlines what is required.

The OF-510, OF-612, and information about applying for Federal jobs are available from the USAJOBS information system through the website at: <http://www.usajobs.opm.gov/forms.htm>.

Status applicants (current and former Federal employees) must also submit the following:

--A copy of a Notification of Personnel Action (SF-50) showing proof of career or career-conditional status or reinstatement eligibility, and the highest grade level or highest promotion potential of a position held on a career or career-conditional basis

--A copy of a performance appraisal issued within the last 12 months (current Federal employees only)

4. ICTAP AND/OR CTAP CANDIDATES - To receive selection priority, surplus and displaced employees must apply and be found well-qualified for the position. A well-qualified CTAP or ICTAP employee is one who satisfies all medical, physical, education, experience and selective factors (if any) for the vacant position; meets the established cut-off score of the crediting plan (half of the total amount of awardable points); and, can satisfactorily perform all of the duties of the position within a reasonable orientation period, e.g., 30 days.

CTAP and ICTAP candidates must submit documents which show their eligibility for selection priority. Documentation can include a copy of a RIF separation notice, Certificate of Expected Separation, or some other proof of eligibility for priority selection and a copy of an SF-50 showing their current position, grade level and promotion potential and duty location.

5. VETERANS' PREFERENCE - Veterans must submit a copy of their DD-214 as proof of entitlement to veterans' preference. Veterans claiming 10-point preference must also submit an Application for 10-Point Veterans Preference (SF-15), a letter from the Veterans Administration dated within the last twelve (12) months certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay, or other appropriate documentation.

6. AGENCY REQUIREMENTS AND INFORMATION - Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. The selectee will be subject to drug testing by urinalysis prior to appointment. If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the

Selective Service System (or have an exemption) to be eligible for a Federal job. Completion of a one-year probationary period may be required. Payment of relocation expenses will not be authorized.

7. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT - Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. If you need a reasonable accommodation for any part of the application and hiring process, please notify the hiring servicing personnel office. The decision on granting reasonable accommodation will be made on a case-by-case basis. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.

Competitive status is not required if you are eligible for a non-competitive appointment, such as those authorized for the severely disabled; certain veterans and disabled veterans; former ACTION volunteers; present and former Peace Corps personnel. Please indicate the type of special appointment you are seeking, if any, on your application. Appropriate documentation to support eligibility is required.